DWD/DHFS Learning Center Profile
New Employee

To the Agency Supervisor or Agency Training Liaison (ATL):
Please complete the following about yourself and your new employee. This information will be used only for registration into the DWD/DHFS Learning Center.

Mail this completed form to: Date this profile is completed: _____
     UW-Oshkosh Center for Career Development
     Attn: Registration Staff
     800 Algoma Blvd.
     Oshkosh, WI 54901

Or fax it to: 920-424-1112.

Please PRINT all responses legibly. If you have questions, please call the Registration staff at 920-424-1071, or email them at ptsreg@uwosh.edu

New Employee Information
First Name: _____ M.I. ____ Last Name: _____
Last 4 Digits of SSN:_____
Position Title: _____

Agency Name: _____
To which consortium does this agency belong? (If none, indicate N/A) _____
Agency Address: _____
(street, city, state, zip)

Phone: _(_____)_____ Fax: _(_____)_____
Email: _____ CARES/KIDS User ID: _____
How many hours per week do you work? _____

Contact Person (the person who receives information regarding training opportunities and registration confirmations)
First Name: _____ Last Name: _____
Phone: _(_____)_____ Fax: _(_____)_____
Email: _____

Supervisor
First Name: _____ Last Name: _____
Email: _____

ATL (Agency Training Liaison) or Agency Trainer
First Name: _____ Last Name: _____
Email: _____

IM Training Coordinator
First Name: _____ Last Name: _____
Email: _____

CARES Coordinator
First Name: _____ Last Name: _____
Email: _____

Policy Coordinator
First Name: _____ Last Name: _____
Email: _____

What is the highest level of education the new employee has have achieved?

___Some High School   ___Post Graduate work
___High School Graduate or equivalent ___Master's degree
___Some College   ___Work towards PhD or equivalent
___2-year degree   ___PhD or equivalent
___4-year degree   ___Prefer not to answer

What is the new employee's agency type? Choose one.

___Income Maintenance and W-2 Agency ___Advocacy
___Income Maintenance Only Agency   ___Community Based Organization
___Private W-2 Agency   ___Program Provider
___Child Support Agency   ___State
___Tribal Agency   ___Other: _____

Select the new employee's primary role in the agency. Choose one.

___Clerical Staff   ___Other Management
___Clerical Supervisor   ___Quality Control
___Line Staff   ___Staff Trainer
___Line Supervisor   ___Does Not Apply

Select *all* program categories the new employee works with in his/her daily job duties.

___Child Support (CS)   ___FoodShare Employment and Training (FSET)
___FoodShare   ___Senior Care (SC)
___EBD Medicaid (including Long Term Care) ___Child Care (CC) Eligibility
___Family Medicaid   ___CSAW
___Wisconsin Works (W-2)   ___Other Temporary Assistance for Needy Families
___Workforce Development (WD)   (TANF) programs

Select *all* functions the new employee performs as part of his/her job duties.

___Eligibility   ___Resource Specialist
___Clerical   ___Child Support Financial Worker
___Case Management   ___Intake Worker
___Change Center Staff   ___Other: _____

Select *all* roles the new employee performs as part of his/her job duties.

___W-2 Agency Training Liaison (ATL) ___Agency Trainer
___IM Training Contact   ___Quality Control Staff
___CARES Coordinator   ___ASSET Coordinator
___Policy Coordinator   ___KIDS Coordinator
___Job Center Coordinator   ___Other: _____

If applicable, select the New Worker Training Individual Training Plan/Curriculum(s) to be assigned to the new worker *(select all that apply – see following page for guidelines)*
Please avoid duplication

- **If you check a combined curriculum, please DO NOT check those curriculums it includes, as noted below.**

TANF

___W-2/CC Eligibility *(includes CC & W-2 Eligibility, W-2 Case Manager)*
___W-2 Eligibility *(includes W-2 Case Manager)*
___W-2 Case Manager
___Child Care (CC) Eligibility
___CC/CSAW *(includes CC Eligibility and CSAW)*
___CSAW
___Resource Specialist (RS)
___FSET Case Management
___FSET Case Management-Tribal Agency

Income Maintenance

___FS/MA Eligibility *(includes FS & MA Eligibility)*
___MA Eligibility
___FS Eligibility

List related state/regional committees on which the new employee serves.

List related professional organizations in which the new employee is a member.

Income Maintenance and TANF

Refer to the guidelines below when determining the correct Individual Training Plan/Curriculum(s) to designate for new workers. All new workers will be assigned a Core Curriculum. In addition, they will be assigned the appropriate ITP/Curriculum(s) based on the request on the previous page. If you are unsure which ITP/Curriculum(s) to choose and would like to see a complete list of topics for each one, you can access the curriculum descriptions at http://dwd.wi.gov/dwspts/nw_itp_lists.htm

ITP/Curriculum	Description
W-2 Eligibility	W-2 Financial and Employment Planner or job function, which includes case management for W-2
W-2/CC Eligibility	Combination W-2 Eligibility and CC Eligibility, or in combination with IM programs
W-2 Case Manager	Case management for the W-2 program that does not include eligibility determination.
Child Care (CC) Eligibility	CC Eligibility Determination Only, or in combination with IM programs (i.e., no W-2, W-2 Case Management, or CSAW)
CSAW	CSAW Only, or in combination with IM programs (i.e., no W-2, W-2 Case Management, or CC Eligibility determination).
CC/CSAW	Combination CC Eligibility and CSAW
Resource Specialist (RS)	Resource Specialist designation, which includes W-2 up front workforce attachment
FSET Case Management	FSET Case Management Only, or in combination with any other ITP/Curriculum
FEST Case Management - Tribal Agencies	FSET Case Management in a tribal agency only, or in combination with any other ITP/Curriculum
MA Eligibility	MA Eligibility Only, or in combination with TANF programs (i.e., no FS Eligibility, W-2 Eligibility, W-2 Case Management, CC Eligibility, or CSAW)
FS Eligibility	FS Eligibility Only, or in combination with TANF programs (i.e., no MA Eligibility, W-2 Eligibility, W-2 Case Management, CC Eligibility, or CSAW)
FS/MA Eligibility	Combination FS/MA Eligibility, or in combination with TANF programs

Some examples:

Job Function	ITP/Curriculum(s) to Select
Eligibility determination for W-2, CC, FS, and MA	W-2/CC Eligibility and FS/MA Eligibility
Eligibility determination for FS, MA, and CC	FS/MA Eligibility and CC Eligibility
Eligibility determination for W-2, Case Management for W-2 and FSET	W-2 Eligibility and FSET Case Management
W-2 Resource Specialist, W-2 eligibility determination	RS and W-2 Eligibility

Notes:
1. Individuals who perform clerical functions *only* have no training requirements. Individuals who perform clerical functions and Client Registration also have no training requirements. However, it is the agency's responsibility to ensure appropriate training. In these cases, Client Registration and Introduction to CARES Worker Web are recommended, at a minimum.
2. If you choose more than one ITP/Curriculum for your new worker, he/she may see some of the topics in the NW training on more than one curriculum list. If that is the case, the worker only needs to take the topic once – the system will recognize that if the requirement is completed once, it is met for all occurrences.